

VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: 12-08

OPEN TO: All interested candidates

POSITION: **COMMERCIAL ASSISTANT**

OPENING DATE: November 28, 2012

CLOSING DATE: December 12, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: **FULL PERFORMANCE LEVEL**

*Ordinarily Resident: Position Grade: LES-9

(LES-9/step1 HRK 244,162 annual gross salary)

*EFM/MOH/NOR: Position Grade: FP-05 to be confirmed
by Washington

TRAINEE LEVEL

*Ordinarily Resident: Position Grade: LES-8 or LES-7

(LES-8/step1 HRK 216,753; LES-7/step1 HRK 196,424
annual gross salary) *EFM/MOH/NOR: Position Grade: FP-

06 to be confirmed by Washington

The U.S. Embassy in Zagreb is seeking an individual for employment in country for the position of Commercial Assistant in the U.S. Commercial Service office.

BASIC FUNCTION OF POSITION

The Commercial Assistant liaises with the Croatian business community and Croatian government officials to promote U.S. commercial interests in assigned industry sectors. Currently assigned industry sectors are: Medical, Aerospace and Defense, Safety and Security and Automotive.

The Commercial Assistant conducts substantive market research, develops contacts, identifies potential opportunities, actively counsels U.S. companies and assists in promoting their products in Croatia. The Commercial Assistant provides guidance to the LES Head of Section with respect to the viability of various promotional initiatives.

QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.

1. Must have a university degree.
2. Level IV (fluent) English and Croatian language is required.
3. Must have specialized knowledge of, and experience with, the Croatian economy, business practices, product marketing, laws and policies.
4. Must have excellent organizational and interpersonal skills. Must have ability to undertake independent market research in a timely manner and to analyze the information/data.

SELECTION PROCESS

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that all candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

TO APPLY

Interested candidates for this position **must submit both Resume and DS-174 Application form** for consideration:

1. **Universal Application for Employment (UAE)** as a Locally Employed Staff or Family Member (**DS-174**); the form is posted on Embassy's internet (<http://zagreb.usembassy.gov>) and intranet site; **or**
2. A combination of both Sections 1-24 of the UAE **and** a listing of the applicant's work experience attached as a separate sheet; **and**
3. A current resume or curriculum vitae.

Candidates who do not submit both Resume and DS-174 form will be considered not qualified.

4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

Failure to follow these instructions will result in an incomplete application.

E-mail APPLICATION TO zagrebjobs@state.gov

If you don't have access to e-mail, fax or mail to:

American Embassy Zagreb - HRO (Commercial Assistant)

T. Jefferson 2, 10010 Zagreb

Fax no: +385-1-661-2371

For hiring policy and definitions please refer to Management Notice No 08-074 - Standard Requirements for All Local Positions at the Mission, dated July 23, 2008.

CLOSING DATE FOR THIS POSITION: December 12, 2012

The US Mission in Croatia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion,

sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.